Name:

As you are probably aware, according to *NSW Occupational Health & Safety 2000*, a workplace with greater than 20 employees can establish an OH&S committee if the employees so desire.

The committee has legal rights which management must address. OH& S committee meetings raise OH&S issues which must be attempted to be *resolved in consultation* with management.

Members of both the employees and management are nominated to the committee and regular consultative meetings are held to discuss and resolve OH&S issues.

Present at these meetings are both the employee and management representatives.

The Aims of the OH&S consultative meetings are to,

* Give employees the opportunity to raise perceived OH&S issues with management.
* Consult with management on resolution of these issues.
* Act on implementing the agreed resolutions.
* Inform all interested parties of the issues and outcomes through posted minutes and reports of the meetings.

Minutes of these meetings are taken and posted in a prominent place(s) in the workplace.

**Scenario: Conduct an OH&S consultative meeting.**

1. Divide yourselves into groups of 3 people.
2. This group will be your workplace OH&S committee.
3. Assign 2 people to be employee representatives.
4. Assign 1 people to be management representatives.
5. One person will also need to take on the role “note taker”.
6. Conduct an OH&S consultative meeting.

The employee representatives raise the following issues with management,

1. The back door, which is the fire escape, is inaccessible due to stacks of boxes.
2. The rear pathway is slippery and green with moss.
3. The step ladder is too short to reach the higher shelves. Employees have to overstretch.
4. The coffee machine is broken, but it poses no safety threat.
5. An electrical extension lead stretches across the floor in the office.
6. The chairs in the office are not ergonomic.
7. Heavy boxes are manually lifted when delivered.
8. Some of the fluro tubes are not working or are flickering.
9. Mice “droppings” have been noticed in the premises over the last week.
10. The banking is done each day at 3:30PM. A female employee carries the banking, in a white bank bag, 300m to the bank. She carries quite a large sum of money each day.